



PUBLIC SAFETY DISPATCHER SUPERVISOR

\$5,583 - \$7,144 monthly, plus benefits

Application Deadline: December 22, 5:00 p.m.

ABOUT THE POSITION

Under direct supervision of the Police Support Services Manager, this civilian law enforcement classification plans, supervises and participates in the communication activities of the Support Services Division of the Police Department. Principal duties include organizing, carrying out and maintaining records for communications purchasing and repairs; participating in training programs; training and evaluating Public Safety Dispatchers; performing Public Safety Dispatcher duties as required; working shift work including weekends, holidays, nights and evening hours.

EXAMPLES OF DUTIES

- Schedules, trains and evaluates all Communications personnel.
- Supervises 911 operations, CAD, CLETS, and NCIC and public safety computer functions as they relate to the Communications Center.
- Acts as a liaison officer with other departments, law enforcement agencies and cities.
- Monitors station and communications security and surveillance.
- Assists in the professional development of assigned staff.
- Schedules communications equipment maintenance.
- Inventories and orders supplies.
- Performs all related duties of a Public Safety Dispatcher as assigned; acts as Police Support Services Manager in his/her absence or as directed.
- Participates in the preparation of the operational/capital budgets for the department, and maintains operational budget accounts.
- Coordinates and implements mobile emergency communication resources and equipment as needed.
- Participates in updating programs and any associated training, and prepares and updates policies and procedures as needed.

JOB REQUIREMENTS:

- Education equivalent to completion of two years of college with major work in police services, business or public administration or a related field. Experience may be substituted for education.
- Possess and maintain a valid California Driver's License and a safe driving record necessary to operate assigned vehicles.
- Four years of full time experience as a Public Safety Dispatcher. Supervisory experience desirable. Possess a Basic Dispatch Certificate and a Communication Training Officer Certificate or equivalent if outside the State of California.
- Pass a POST background investigation, which includes a polygraph examination, an extensive Department of Justice criminal record check and an FBI clearance.
- Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
- Bilingual desirable (English/Spanish).

BENEFITS

The City offers a benefits package including a \$715 monthly allowance for flexible benefits including medical and dental insurance; City-paid life, disability and long-term care insurance policies; City-paid employee assistance program; sick leave; tuition reimbursement and educational incentive pay; 5% bilingual pay for certified working knowledge of Spanish or American Sign Language; \$570 annual uniform allowance; participation in a deferred compensation program; and a PERS 2% at 55 retirement plan. Annual vacation ranges from two to four weeks, depending on years of service.

APPLICATION PROCESS

A completed City application form and a recent resume are required to be considered for this position. Incomplete applications **will not** be accepted. Only the most qualified applicants will be invited to continue in the selection process. Position is open until filled. To request a City application form, please call the Job Hotline at (408) 779-7276 or visit our website at <http://www.morgan-hill.ca.gov>

Submit Application Materials To:

City of Morgan Hill
Human Resources Office
17555 Peak Avenue
Morgan Hill, CA 95037

WORKFORCE DIVERSITY

The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.

Police Department Web Site

For more information about the Morgan Hill Police Department, please visit our web site at <http://www.morgan-hill.ca.gov/police/police.htm>